



Instructions for completing a Sewer Adjustment Form

Please follow these step-by-step instructions on how to complete an annual Sewer Adjustment Form. Remember, you can either a.) Fill this form out and submit online or b.) print, complete and fax or mail back to Water Resources. Before you begin:

1. Have a copy of your monthly utility bill(s) nearby to complete this form
2. Measure and document the square footage (length x width) of your lawn and garden areas
3. Separately count the number of trees and shrubs on your property
4. Make copies of all receipts for plumbing and pool repairs (Remember to keep your originals.)

Step 1 – Contact Information (Top portion of form)

Name:	Account#: 20 -
Address:	Home Phone:
Email Address:	Alternate Phone:

Remember to print clearly if you're filling the form out by hand.

Please provide your name, service address, email address and two telephone numbers so we can contact you if there are questions about your form.

We'll also need your account number. You can find this on your monthly bill, at the top left corner of the statement.

CITY OF SCOTTSDALE 7447 E. INDIAN			
ACCOUNT NO: 2000002601	SERVICE ADDRESS:	7800 E OSBORN RD IRRG	
PERIOD COVERED:	11/01/2012 — 12/05/2012		BILLING DAYS: 34
CURRENT READ	PREVIOUS READ	USAGE	MTR SIZE
17789300	17763000	26300	2"

It is your responsibility to ensure that your property is secure before service is

Step 2 – Square footage of lawn irrigated, tree and shrub count

To obtain the square footage for your lawn and/or garden, it is recommended to measure each area separately with either a measuring wheel or tape measure, depending on the size of the area.

- a) Measure the **length** of each area and write it down for documentation purposes
- b) Measure the **width** of each area and write it down for documentation purposes
- c) Multiple the length measurement you wrote down and multiply it by the width measurement you wrote down (Example: 50 feet x 25 feet = 1,250 square feet)
- d) Write this number in the box adjacent to the square footage items for lawn or garden

1. Square footage of Lawn:	
2. Square footage of Garden:	
3. Number of trees on property:	
4. Number of shrubs on property:	

- e) Count the number of trees (if any) located on your property. This includes both the front and back yard areas. Write this number down for documentation purposes.
- f) Count the number of shrubs (if any) located on your property. This includes both the front and back yard areas. Write this number down for documentation purposes.
- g) Write these amounts in the box adjacent to the trees and shrubs items on the form

1. Square footage of Lawn:	
2. Square footage of Garden:	
3. Number of trees on property:	
4. Number of shrubs on property:	

Step 3 - SRP Irrigation service

Please check "Yes" or "No" indicating whether you receive irrigation from SRP. If you are not sure, check your records for an annual payment, typically at the beginning of each year.

5. Salt River Project Irrigation service:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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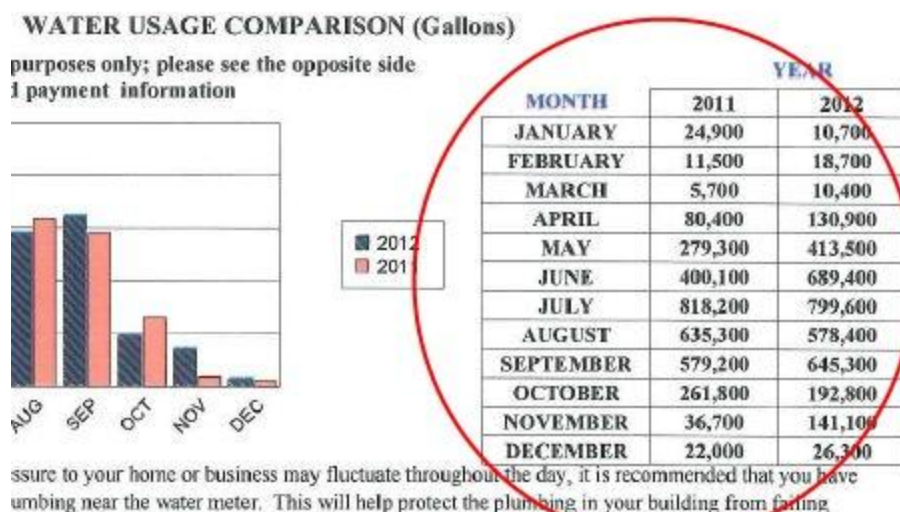
Step 4 – Plumbing Leaks

6. Leaks repaired during winter months: Receipts for materials purchased must be attached or provide explanation in comments	<input type="checkbox"/> Yes <input type="checkbox"/> No
6a. Estimated gallons lost from leak:	_____ Est. Gallons
6b. Date leak was repaired:	Date: _____

Please indicate whether you experienced any plumbing leaks during December, January or February by checking “Yes” or “No”.

If “Yes”, you can estimate the gallons lost by comparing your water use over the last few months and from the previous year by using the chart provided on the back page of your monthly bill.

For example, using the chart below for November 2011 and 2012, water use in November 2012 was 141,100 gallons and in November 2011 was 36,700 gallons. Subtract the larger number from the smaller number ($141,100 - 36,700 = 104,400$) to estimate the gallons lost from a leak.



Remember to include the date your leak was repaired and make copies of the receipt(s). If you do not have copies of the receipt(s), please provide a detailed explanation in the comments section.

Additional Comments

Step 5 – Pool Leaks

7. Pool filled or repaired during winter months:

Receipts for materials purchased must be attached or provide explanation in comments

7a. Estimated gallons used to fill pool:

7b. Date pool repaired or re-filled:

☐ Yes ☐ No

_____ Est. Gallons

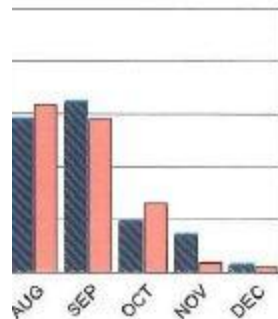
Date: _____

Please indicate whether you experienced a pool leak during December, January or February by checking “Yes” or “No”.

If “Yes”, you can estimate the gallons lost by comparing your water use over the last few months and from the previous year by using the chart provided on the back page of your monthly bill.

WATER USAGE COMPARISON (Gallons)

purposes only; please see the opposite side
1 payment information



■ 2012
■ 2011

MONTH	YEAR	
	2011	2012
JANUARY	24,900	10,700
FEBRUARY	11,500	18,700
MARCH	5,700	10,400
APRIL	80,400	130,900
MAY	279,300	413,500
JUNE	400,100	689,400
JULY	818,200	799,600
AUGUST	635,300	578,400
SEPTEMBER	579,200	645,300
OCTOBER	261,800	192,800
NOVEMBER	36,700	141,100
DECEMBER	22,000	26,300

ssure to your home or business may fluctuate throughout the day, it is recommended that you have
umbing near the water meter. This will help protect the plumbing in your building from failing

Remember to include the date your leak was repaired and make copies of the receipt(s). If you do not have copies of the receipt(s), please provide a detailed explanation in the comments section.

Additional Comments

Step 6 – Occupants

Please indicate how many people were living at this residence during December, January and February and write this number down in the box adjacent to number of occupants item on the form.

8. Number of occupants in household during winter months:

Step 7 – Additional Comments

Additional Comments

This section is for providing any additional information to assist Water Resources in processing your form, such as the description of the leak and repair if no receipts are available.

Step 8 – Verification and Signature

☐ The above information is accurate to the best of my knowledge. I understand that the values provided are subject to verification and if there is an error, I will be charged for any incorrect allowance not previously billed. I understand that submitting this form will only alter the sewer charges on my monthly bill. This adjustment is for:

☐ The Current Year OR ☐ Starting July 2013

Signature

Date

- a) You MUST check the box indicating the information provided on the form is accurate to the best of your knowledge. (If submitting online, this box is required before it can be sent electronically.)

☐ The above information is accurate to the best of my knowledge. I understand that the values provided are subject to verification and if there is an error, I will be charged for any incorrect allowance not previously billed. I understand that submitting this form will only alter the sewer charges on my monthly bill. This adjustment is for:

☐ The Current Year OR ☐ Starting July 2013

Signature

Date

- b) Please indicate which adjustment period you are submitting for so we can properly adjust your account.

☐ The above information is accurate to the best of my knowledge. I understand that the values provided are subject to verification and if there is an error, I will be charged for any incorrect allowance not previously billed. I understand that submitting this form will only alter the sewer charges on my monthly bill. This adjustment is for:

☐ The Current Year OR ☐ Starting July 2013

Signature

Date

- c) Remember to sign and date your form so it can be processed without delay.

☐ The above information is accurate to the best of my knowledge. I understand that the values provided are subject to verification and if there is an error, I will be charged for any incorrect allowance not previously billed. I understand that submitting this form will only alter the sewer charges on my monthly bill. This adjustment is for:

☐ The Current Year OR ☐ Starting July 2013

Signature

Date